



INSPECTOR OF AUTOMOTIVE EQUIPMENT
SENIOR INSPECTOR OF AUTOMOTIVE EQUIPMENT
Final Filing Date: September 26, 2014

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail to: Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person at: Department of Corrections and Rehabilitation
Office of Workforce Planning
1515 S Street, Room 101N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning.

If you meet the entrance requirements for **Inspector of Automotive Equipment and/or Senior Inspector of Automotive Equipment**, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

APPLICATION DEADLINE/ REQUIREMENTS **September 26, 2014**, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **December 2014/January 2015**.

SALARY RANGE(S) As of: **July 28, 2014**

INSPECTOR OF AUTOMOTIVE EQUIPMENT
\$4,012 - \$5,079

SENIOR INSPECTOR OF AUTOMOTIVE EQUIPMENT
\$4,490 - \$5,580

MINIMUM QUALIFICATIONS **INSPECTOR OF AUTOMOTIVE EQUIPMENT**

Either I

1. Three years of experience in the California state service as an automobile mechanic or the equivalent. **or**

2. One year of experience as a Junior Inspector of Automotive Equipment.

Or II

Three years of experience as a journey level mechanic working on vehicles and other equipment using combustion engines. **and**

Two years of experience either as:

1. Service manager or service representative for a large garage or vehicle repair and sales agency employing a minimum of six mechanics. **or**

2. Inspector for a private or public agency with responsibility for the inspection for maintenance of over 100 vehicles.

SENIOR INSPECTOR OF AUTOMOTIVE EQUIPMENT

Either I

One year of experience in the California state service performing the duties of an Inspector of Automotive Equipment.

MINIMUM
QUALIFICATIONS
(CONTINUED)

Or II

Three years of experience as a journey level mechanic working on vehicles and other equipment using combustion engines. and

Three years of experience either as:

1. Service manager or service representative for a large garage or vehicle repair and sales agency employing a minimum of six mechanics. or
2. Inspector for a private or public agency with responsibility for the inspection for maintenance of over 100 vehicles.

Additional Requirement: Possession of a valid Class III driver license.

Special Personal Characteristics: Willingness to travel throughout an assigned area.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

KNOWLEDGE AND ABILITIES FOR INSPECTOR OF AUTOMOTIVE EQUIPMENT/SENIOR INSPECTOR OF AUTOMOTIVE EQUIPMENT

- A. Knowledge of:**
1. Tools, equipment, and methods used in the overhaul, repair, and adjustment of equipment using combustion engines, including all auxiliary systems.
 2. Current repair costs.
 3. Current manufactures' specifications for equipment and auxiliary systems.
 4. Servicing requirements of automobiles, trucks, and other heavy equipment.
 5. Types and uses of tires.
- B. Ability to:**
1. Communicate effectively.
 2. Locate trouble in equipment.
 3. Operate equipment for testing.
 4. Analyze cause of equipment failures or excessive wear.
 5. Estimate costs of repairs.
 6. Read, interpret, and work from plans, drawings and specifications.
 7. Determine the desirability of repairing as opposed to replacing equipment.
 8. Establish and maintain cooperative relations with those contacted in the course of the work.
 9. Instruct drivers and operators in the use and care of equipment.
 10. Write letters and reports.
 11. Analyze situations accurately and take effective action.
 12. Promote and be accountable for customer satisfaction and quality service.
 13. Initiate or recommend changes that promote innovative solutions to meet customer needs.

ADDITIONAL KNOWLEDGE AND ABILITIES FOR SENIOR INSPECTOR OF AUTOMOTIVE EQUIPMENT

- A. Knowledge of:**
6. Principles of effective supervision.
 7. The department's Equal Employment Opportunity (EEO) Program objectives.
 8. A supervisor's role in the EEO Program.
 9. The processes available to meet EEO objectives.
- B. Ability to:**
14. Modify specifications to ensure required performance in special applications.
 15. Evaluate operations and develop and recommend appropriate standards, policies, and methods.
 16. Supervise employees.
 17. Effectively contribute to the department's EEO objectives.

If conditions merit, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

The resulting eligible list(s) will be established to fill vacancies for CDCR. The list(s) will be abolished 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period. For each classification listed above, a separate eligible list will be established.

POSITION
DESCRIPTION AND
LOCATION(S)

An **Inspector of Automotive Equipment** is a field inspector responsible for providing inspection services usually in a defined geographical area; occasionally may train or act in a lead capacity over Junior Inspectors of Automotive Equipment.

A **Senior Inspector of Automotive Equipment** is responsible for training and supervising the work of Junior Inspectors of Automotive Equipment; supervising the work of a group of field inspectors in a large geographical area of the State; and personally providing inspection services in a limited portion of this area. This level may also be used in a staff position of comparable difficulty, as in equipment specialist reviewing specifications and purchase estimates of proposed equipment purchases and making special studies and reports.

Positions exist at the following locations with CDCR: Tracy, Delano, Chino and Sacramento.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS'
PREFERENCE/
CAREER CREDITS

Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact CDCR's Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at www.jobs.ca.gov/job/VeteransInformation.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS